

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3758 for the Mississippi Department of Information Technology Services (ITS)
From: Craig P. Orgeron, Ph.D.
Date: September 26, 2014
Subject: Responses to Questions Submitted and Clarifications to Specifications
Contact Name: Tangela Harrion
Contact Phone Number: 601-432-8112
Contact E-mail Address: Tangela.Harrion@its.ms.gov

RFP Number 3758 is hereby amended as follows:

1. Title page, INVITATION is modified as follows:

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until @ 3:00 p.m. local time for the acquisition of the products/services described below for proposals for the selection of one or more vendors to fulfill the requirements of authorized reseller for specific categories of software for the State of Mississippi for, Project Number 40730.

2. Title page, third box is modified as follows:

<p>PROPOSAL, SUBMITTED IN RESPONSE TO RFP NO. 3758 DUE October 8, 2014 @ 3:00 p.m., ATTENTION: Tangela Harrion</p>

3. Section VIII Technical Specifications, Item 3 Project Schedule is amended as follows:

Task	Date
Deadline for Questions Answered and Posted to ITS Web Site	09/26/2014
Open Proposals (due date)	10/08/2014 @ 3:00 P.M. Central Time
Evaluation of Proposals	10/08/2014 – 11/07/2014
Notification of Award Sent to Vendors	11/10/2014
Contract Execution	11/12/2014 – 11/14/2014
Vendor EPL Sites Approval	11/12/2014 – 11/14/2014
Software EPL 3758 Publish Date	11/17/2014
Software EPL 3758 Expiration Date	10/31/2017

4. Section VIII Technical Specifications, Item 7, heading, “General Requirements” is being deleted and replaced with “Vendor Qualifications”.
5. Section VIII Technical Specifications, Item 7.8 is being added:
“Additional consideration may be given to Vendors who have been included on previous past Express Product Lists (EPL).”
6. Section VIII Technical Specifications, Item 8.1, is being modified to read:
“Existing EPL Vendor Websites” “Vendors that currently do not have an existing EPL website must skip this section but must respond to Clarification Number 25 of this Memorandum which adds Section XII Vendor Profile, Items 3.7.7 through 3.7.7.4 in its entirety.
7. Section VIII Technical Specifications, Items 8.1.1 and 8.1.2 are hereby deleted.
8. Section VIII Technical Specifications, Item 8.1.5 is being modified to read:
“~~Vendor must indicate if the Vendor has an existing website for Mississippi that provides access to product and pricing information.~~ Vendor must provide the URL and any needed login information. The ITS evaluation team will review and score this site. Vendor must provide a URL for an existing or similar site or a test site that the State may review.”
9. Section VIII Technical Specifications, Items 8.6, 8.6.1, and 8.6.2 are hereby deleted.
10. Section VIII Technical Specifications, Item 10, “NOTE” is hereby replaced in its entirety with the following:
11. NOTE: Vendors must submit a Product Pricing Spreadsheet and REVISED “Core Product” Cost Plus/Minus Percentage Spreadsheet which are both attached with this Memorandum as Clarification Number 19 for each “Core” Software Manufacturer proposed. Each Vendor is responsible for procuring the appropriate information in the spreadsheet for each manufacturer proposed (i.e. manufacturers product number, Vendor part number, MSRP, etc.)

12. Section VIII Technical Specifications, Item 10.4.5 is being modified to read:
“Reseller Vendor Qualifications”
13. Section VIII Technical Specifications, Items 10.9 through 10.9.2.2 are being added:
- 10.9 **“Citrix Flex Software License Agreement**
- 10.9.1 **Citrix Agreement Number MSS112904 has expired, but customers will continue to receive a 25% discount on the renewal for licenses previously purchased under the expired agreement.**
- 10.9.1.1 **All subscription advantage renewals after the initial purchase are processed and invoiced directly through Citrix.**
- 10.9.1.2 **Reseller must submit a Product Pricing Spreadsheet and Cost Plus/Minus Percentage Spreadsheet (Section IX) for Citrix products.**
- 10.9.2 **Reseller Qualifications: Reseller must qualify as a Citrix Global 2000 Program Member or a Citrix Enterprise License Provider (collectively called “Flex Reseller.”)**
- 10.9.2.1 **Additional Value-Adds will include expertise in the Citrix arena: installation, integration, and support experience should be reflected in the Vendor Profile and references. Please describe.**
- 10.9.2.2 **Resellers must contact the Citrix representative listed below for maintenance renewals of licenses purchased before July 1, 2010:**
- Georgetta Scales
Citrix Systems, Inc.
301-280-0809
georgetta.scales@citrix.com”**
14. Section VIII Technical Specifications, Items 10.10 through 10.10.5 are being added:
- 10.10 **“Corel Transactional Licensing**
- 10.10.1 **Pricing**
- 10.10.1.1 **Reseller must propose Level 4 pricing for Government purchasing.**
- 10.10.1.2 **Vendor must propose Level A pricing for Academic purchasing.**
- 10.10.2 **Reseller Qualifications: Must be a Corel Authorized Large Account Reseller (LAR).**
- 10.10.3 **Contact information for Corel is listed below:**
- Scott Edwards
888-267-3548 ext 1474
Scott.Edwards@corel.com**

- 10.10.4 “Corel Transactional Licensing (CTL)”
- 10.10.4.1 “Reseller must submit a Product Pricing Spreadsheet and Cost Plus/Minus Percentage Spreadsheet (Section IX) for Corel products.
- 10.10.5 Corel and ITS request that all Corel responses in the “*Cost Plus/Minus Percentage Spreadsheet*” be submitted as a “Cost Plus” proposal.”
15. Section VIII Technical Specifications, Item 11.4.10 is being added:
“VMware”
16. Section VIII Technical Specifications, Items 12 through 12.2.4 are being added:
- 12 “Scoring Methodology”
- 12.1 An Evaluation Team composed of ITS staff will review and evaluate all proposals. All information provided by the Vendors, as well as any other information available to evaluation team, will be used to evaluate the proposals.
- 12.1.1 Each category included in the scoring mechanism is assigned a weight between one and 100.
- 12.1.2 The sum of all categories, other than Value-Add, equals 100 possible points.
- 12.1.3 Value-Add is defined as product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the State at no additional charge, which, in the sole judgment of the State, provide both benefit and value to the State significant enough to distinguish the proposal and merit the award of additional points. A Value-Add rating between 0 and 5 may be assigned based on the assessment of the evaluation team. These points will be added to the total score.
- 12.1.4 For the evaluation of this RFP, the Evaluation Team will use the following categories and possible points.

Category	Possible Points
Non-Cost Categories:	
Vendor Qualifications	25
Vendor Services	25
Total Non-Cost Points	50
Cost	50
Total Base Points	100
Value Add	5
Maximum Possible Points	105

12.2 The evaluation will be conducted in four stages as follows:

12.2.1 Stage 1 – Selection of Responsive/Valid Proposals – Each proposal will be reviewed to determine if it is sufficiently responsive to the RFP requirements to permit a complete evaluation. A responsive proposal must comply with the instructions stated in this RFP with regard to content, organization/format, Vendor experience, number of copies, bond requirement, and timely delivery, and must be responsive to all mandatory requirements. No evaluation points will be awarded in this stage. Failure to submit a complete proposal may result in rejection of the proposal.

12.2.2. Stage 2 – Non-cost Evaluation (all requirements excluding cost)

12.2.2.1 Non-cost categories and possible point values are as follows:

Non-Cost Categories	Possible Points
Vendor Qualifications	25
Vendor Services	25
Maximum Possible Points	50

12.2.2.2 Proposals meeting fewer than 80% of the requirements in the non-cost categories may be eliminated from further consideration.

12.2.2.3 ITS scores the non-cost categories on a 10-point scale, with 9 points for meeting the requirement. The ‘Meets Specs’ score for each category is 90% of the total points allocated for that category. For example, the ‘Vendor Qualifications’ category was allocated 25 points; a proposal that fully met all requirements in that section would have scored 22.5 points. The additional 10% is used for a proposal that exceeds the requirement for an item in a way that provides additional benefits to the state.

12.2.3 Stage 3 – Cost Evaluation

12.2.3.1 Points will be assigned using the following formula:

$$(1-((B-A)/A))^n$$

Where:

A = Total lifecycle cost of lowest proposal

B = Total lifecycle cost of proposals being scored

N = Maximum number of point values are as follows:

Cost Category	Possible Points
Lifecycle Cost	50
Maximum Possible Points	50

12.2.4 Stage 4 – Selection of the successful Vendor

17. Section IX Cost Information Submission, Item 1.4 is hereby amended to read:

“ITS has requested electronic spreadsheets from each of these manufacturers that include the base part numbers, descriptions, list price, and other information. Not all manufacturers have provided this at the time of the RFPs release their spreadsheets. Please check the ITS webpage for RFP No. 3758 to obtain the electronic versions of available spreadsheets

<http://www.its.ms.gov/procurement/pages/3758.aspx>” Vendors are responsible for contacting each manufacturer to obtain the required information and its pricing.

Please use the spreadsheets that are available for your proposal pricing so that ITS can make a true “apples-to-apples” comparison of the proposed software.

Vendors must submit an electronic Product Pricing Spreadsheet for each “Core” Software Manufacturer using the format as stated in the Revised Section IX Product Pricing Spreadsheet referred to in Clarification Number 16 in this Memorandum.”

18. Section IX Cost Information Submission, Items 4 through 4.3 are being added:

4 “Manufacturer Sample Price List Spreadsheet Posted to the ITS Website

- 4.1 Vendor must complete each tab (Government and Academic) of the Sample Price List spreadsheets for “Core” products proposed for Adobe, IBM, McAfee, Novell and Symantec. Vendors may obtain an electronic version of these individual manufacturer Sample Price List Spreadsheets at <http://www.its.ms.gov/procurement/pages/3758.aspx>

NOTE: These spreadsheets will be used for internal scoring evaluation purposes ONLY. Manufacturer Sample Price Spreadsheets were not provided for Citrix or Corel; these software manufacturers will not be used in the scoring evaluation process.

- 4.2 The Vendor must provide % MarkUp or % Discount Off List Price and the Vendor’s Proposed State Price for each part number listed on each of the Sample Price List spreadsheets (Government and Academic) for Adobe, IBM, McAfee, Novell and Symantec.
- 4.3 The Vendor must provide and submit to ITS electronic copies of the Manufacturer Sample Price List spreadsheets in Microsoft Excel Format on a CD or USB flash drive along with hard copies in the Vendor’s proposal response.

19. All pricing forms in Section IX, Cost Information Submission are being replaced in their entirety. Vendors must use and submit the REVISED pricing form attached to this Memorandum.
20. Section XII Vendor Profile, Item 3 is being modified to read:
“Vendor ~~Qualifications and Services~~”
21. Section XII Vendor Profile, Item 3.7 is being modified to read:
“Non-EPL Vendor Website” This section is for Vendors that are currently not EPL Vendors, but may have a website that can be used by the state to access pricing.”
If Vendor does not have a website at all, then Vendor must respond to Clarification Number 25 of this Memorandum which adds Section XII Vendor Profile, Items 3.7.7 through 3.7.7.4 in its entirety.
22. Section XII Vendor Profile, Item 3.7.1.3 is being added:
“Vendor must guarantee written quotations or website pricing as not-to-exceed pricing for 60 days should manufacturer increase prices. Vendor must also agree to honor the lower price should there be a price decrease.”
23. Section XII Vendor Profile, Item 3.7.2.1 is being added:
“Only price increases resulting from an increase in price by the manufacturer will be accepted.”
24. Section XII Vendor Profile, Item 3.7.3.1 is being added:
“Vendor must provide details on how the Vendor will ensure the product and pricing is current.”
25. Section XII Vendor Profile, Items 3.7.7 through 3.7.7.1.1.4 are being added:
 - 3.7.7 “If Vendor does not have an existing EPL website, then Vendor must describe in detail their alternate method for proposing software pricing.
 - 3.7.7.1 Vendor must provide a sample of the proposed alternate method.”
 - 3.7.7.1.1 “Vendor’s proposed alternate method at a minimum must include the following details:
 - 3.7.7.1.1.1 Product Name;
 - 3.7.7.1.1.2 Product Number;
 - 3.7.7.1.1.3 Contract Price;
 - 3.7.7.1.1.4 “Vendor must explain how the entire price list for each manufacturer’s volume license agreement, as well as pricing information for individual items can be made available if requested.”
26. Section XII Vendor Profile, Items 3.7.7.2 through 3.7.7.4 are being added:
 - 3.7.7.2 “Vendor must explain how Vendor will handle updates and state the frequency of the updates with their proposed alternate method.

3.7.7.3 Vendor must guarantee written quotations or their proposed alternate method pricing as not-to-exceed pricing for 60 days should manufacturer increase prices. Vendor must also agree to honor the lower price should there be a price decrease.

3.7.7.4 Vendor must provide details on how the Vendor will ensure the product and pricing is current with Vendor's proposed alternate method."

27. Section XII Vendor Profile, Item 5.6 is being added:

"Vendor must indicate whether an outside sales representative will be provided to call on Mississippi customers to assist with their licensing needs. Vendor must name that person and the expected frequency of visits."

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Section II Proposal Submission Requirements, Item 9.6 instructs the Vendor to itemize any exceptions on the Proposal Exception Summary Form, as detailed in Section V Proposal Exceptions. The same is outlined in Section IV Legal and Contractual Information, Item 1. However, Section VI RFP Questionnaire, Items 6 and 6.2, and Section VII EPL Overview, Item 7.1, state that no exceptions are allowed to the EPL Master Purchase Agreement and that the terms of the EPL Master Purchase Agreement are non-negotiable. Can you please clarify which terms of the RFP a Vendor may take exception to?

Response: Per Section V Proposal Exceptions, Item 1, the Vendor may take exception to any point within the RFP per the specifications outlined in Items 1.1 – 1.4, however, the Vendor may NOT take exception to any item within the EPL Master Purchase Agreement (as indicated in Section VI RFP Questionnaire, Items 6 and 6.2, and Section VII EPL Overview, Item 7.1).

Question 2: Please see Section III Vendor Information, Item 7. Will this be awarded by manufacturer?

Response: ITS may make the award to a Vendor to handle multiple software manufacturers as noted in VIII Technical Specifications Item 2.3. ITS also reserves the right to deal directly with or buy directly from the manufacturer as stated in VIII Technical Specifications Item 4.8.

Question 3: Please see Section III Vendor Information, Item 8. Is there a maximum number of awards?

Response: No, there is not a maximum number of awards.

Question 4: How do we determine our new MAGIC Vendor number? It's apparently required in Section VI RFP Questionnaire, Item 1.1.

Response: For Vendors who have previously done business with the State click on the link below to determine their MAGIC Vendor Number.

<http://www.mmrs.state.ms.us/vendors/index.shtml>

Click on the link below to see updated information regarding Vendor Outreach:

http://www.mmrs.state.ms.us/MAGIC/vendor_Outreach.shtml

Question 5: ITS is asking for Vendors to be in good standing and authorized to resell. ITS is requesting a yes/no response to Section VI RFP Questionnaire, Item 2. Please clarify if ITS would like respondents to submit Letters of Authorization from each manufacturer confirming that the reseller is authorized to resell.

Response: No, self-certification by Vendors is all that is required.

Question 6: I see that Section VIII Technical Specifications, Item 2.5 outlines five named software publishers. Additionally, specific "Non-Core" software publishers listed in Section 11.4. May vendors bid additional software brands outside of those listed in Items 2.4 and 11.4?

Response: Vendors may not bid additional software brands outside those listed in the RFP. However, refer to Clarification Numbers 13, 14, and 15 in this Memorandum.

Question 7: I'm looking on the page for this RFP, and there are only a couple of manufacturers on the list. What about the others that were previously on the list?

Response: Refer to Clarification Numbers 13, 14, and 15 in this Memorandum.

Question 8: To confirm, the list will consist of the following manufacturers: Adobe, IBM, McAfee, Novell, Symantec (Academic), Symantec (Government), Citrix, Corel, VMware.

My licensing rep said that the items you need quoted on Adobe through Symantec are all clearly laid out, but the Citrix, Corel, and VMware are not. I'm not seeing a list of part numbers that you need quoted out on those three. Please clarify.

Response: Refer to the response to Question # 6 in this Memorandum.

Question 9: Please provide the sample pricing sheets for the Citrix, Corel and VMware. We don't know what products you need quoted.

Response: ITS does not have Sample Price Lists for Citrix, Corel or VMware. Refer to Clarification Number 17 in this Memorandum.

Question 10: Will you be adding Corel, Citrix and VMware to the list of "Core" products? If so, will you provide the sample product spreadsheets for these publishers?

Response: Refer to Clarifications Numbers 13, 14, 15, 17 and 18 in this Memorandum.

Question 11: Regarding Section VIII, questions 9.1.1 and 9.1.3, these clauses request that we provide the cost Vendors receive and then show mark-up and final price to the state. However, the sample product lists only have a column for MSRP. If we are proposing a cost-plus model, would you like us to modify the MSRP column to include our cost?

Response: No, Vendor should denote their cost-plus model in heading identified as “Vendor’s Invoice Cost from Mfg. or Distributor” in the Revised Product Pricing Spreadsheet referred in Clarification Number 19.

Question 12: Per Section VIII Technical Specifications, Item 10, in the event MSRPs are not posted on the MS ITS website, can respondents secure their own MSRPs from manufacturers as long as we define the source?

Response: Refer to Clarification Number 11.

Question 13: a) Can you please clarify which pricing sheets need to be completed? There is a product pricing table on page 56, a cost-plus/minus percentage table on page 57 and the excel spreadsheets on the web-site.
b) Do all of these need to be completed?
c) Also, do complete price lists of each publisher need to be submitted? Or, just pricing for the sample products included on the excel spreadsheets?

Response: a) Vendor must submit Pricing Sheets as per Clarification Number 19 for which Vendor is an authorized reseller for that manufacturer’s software.
b) Refer the response to Question #13a.
c) Refer to Clarification Number 17 of this Memorandum.

Question 14: There seem to be some outdated products on some of the excel spreadsheets. Are these the most up to date spreadsheets with correct products?

Response: Refer to Clarification Number 19. Please note the manufacturers were only asked to provide the top 15 – 25 most commonly used products as this information will be used for internal scoring purposes only.

Question 15: Regarding Section VIII Vendor Information, Item 10, does ITS require proof from software publishers of our valid reseller status in all these areas, or is our acknowledgement/agreement a suitable response?

Response: Refer to the response to Question # 5 in this Memorandum.

Question 16: Regarding Section XII Vendor Profile, Item 2.3, as a privately held corporation, we typically require a mutual non-disclosure agreement or similar confidentiality guarantee be in place prior to providing our financial statements. Our primary concern is the potential release of that information in public records requests related to the results of this RFP.

- a) Would ITS be willing to execute an NDA related specifically to the financial statements in our response?
- b) If not, are there any confidentiality guarantees you can grant to these

documents?

Response: a) No.
b) **Refer to Section IV Legal and Contractual Information, Item 34, Disclosure of Proposal Information. Also refer to Section XII Vendor Profile, Item 2, second sentence in the paragraph.**

Question 17: Regarding Section XII Vendor Profile, Item 4.1.1 and 4.1.2, is ITS requesting this information for each of the primary publishers listed in the RFP (Adobe, IBM, McAfee, Novell and Symantec)? Or do you require this information for the primary publishers and all others proposed?

Response: **Vendor's response should be answered for each of the "CORE" and "Non-CORE" software products Vendor is proposing.**

Question 18: Regarding Section XIII References, is any preference given either for references from state government entities or entities within the State of Mississippi?

Response: **No.**

Question 19: For the evaluation criteria, what weight will be assigned to each of the criteria?

Response: **Refer to Clarification Number 16 in this Memorandum.**

Question 20: Will the State allow Vendors to bid software companies for which they serve as a Distributor (as opposed to companies for which they serve as a Reseller)?

Response: **No, ITS will accept proposal responses only from authorized resellers.**

Question 21: Can we limit our software offerings to only publishers who have or will have a master license agreement with the state?

Response: **Refer to Section VIII Technical Requirements, Items 2.1, 2.2 and 2.3.**

Question 22: Multiple manufacturers have asked about project quantities. Do you have data from the previous years that you can share?

Response: **ITS does not have the sales information requested at present. Copies of the "Marketing Report" summaries showing sales under ITS Express Product Lists may be obtained through ITS Public Records Procedures once the data has been collected. See the ITS Procurement Handbook, article 019-010 at this link:**

<http://dsitspi01.its.state.ms.us/its/ISSPolicies.nsf/0/6382C7F7926EDE7086256E4A006F917A?OpenDocument>

Alternatively, or in addition to the above, ITS suggests that proposing Vendors contact each manufacturer solicited under RFP No. 3758 and request this information.

Question 23: Will I be able to participate as a subcontractor or as part of a reseller group for this RFP?

Response: No, awards will only be made to authorized resellers.

RFP responses are due Wednesday, October 8, 2014, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Tangela Harrion at 601-432-8112 or via email at Tangela.Harrion@its.ms.gov.

cc: ITS Project File Number 40730

**REVISED SECTION IX
PRODUCT PRICING SPREADSHEET**

Vendors must propose an initial fixed cost for all “CORE” software costs for both Government and Academic in the following Excel format. The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the State or face disqualification. Vendors must submit both a hard paper copy as well as an electronic copy on CD or USB flash drive.

NOTE: Vendor should use a separate spreadsheet or tab for government and academic if pricing and part numbers are not the same for both. Vendor should also use a separate spreadsheet or tab for each VLA or each MANUFACTURER being proposed. If ITS provided a sample spreadsheet for the manufacturer, Vendor should use it in lieu of creating their own matrix.

RESPONDING VENDOR NAME: _____

MANUFACTURER: _____ (example: Adobe CLP, Corel, Symantec Band H, McAfee Band I, etc.)

TYPE OF PRICING: Pick one – Government, Academic, or Same Pricing/Part Numbers for both Government and Academic

Mfg. Product Number	Vendor Part Number (Optional)	Product Description	Mfg. Suggested Gov./Academic Retail Price	Vendor's Invoice Cost from Mfg. or Distributor	Vendor's Percentage Markup or Percentage Discount off of List	Vendor's Proposed State Price	Other

REVISED “CORE” PRODUCTS COST-PLUS/MINUS PERCENTAGE SPREADSHEET

Vendor must propose a “plus or minus” percentage of either the Vendor’s cost or a national benchmark in the following Excel spreadsheet format. **Refer to Section VIII Technical Specifications Item 10 for more details.**

Vendor should add additional lines if the percentages vary within each program, for instance, if the percentage is different for a License only vs Maintenance Only vs License plus Maintenance.

Sample Matrix for “CORE” products:

RESPONDING VENDOR NAME: _____

Manufacturer	Purchasing Program	Purchasing Source (Direct from Manufacturer or name Distributor)	Cost Plus or Benchmark minus Percentage
Adobe	CLP – Government		
Adobe	CLP – Academic		
Adobe	TLP – Government		
Adobe	TLP – Academic		
Adobe	Media and Documentation		
<u>Citrix</u>	<u>FLEX - licenses</u>		
<u>Citrix</u>	<u>FLEX – Subscription Advantage</u>		
<u>Citrix</u>	<u>Media Documentation</u>		
<u>Corel</u>	<u>CLP - Government</u>		
<u>Corel</u>	<u>CLP - Academic</u>		
<u>Corel</u>	<u>CTL - Government</u>		
<u>Corel</u>	<u>CTL - Academic</u>		
<u>Corel</u>	<u>Media Documentation</u>		
IBM Passport	Government		
IBM Passport	Academic		
IBM Passport	Media and Documentation		
McAfee	Government		
McAfee	Academic		
McAfee	Media and Documentation		

Manufacturer	Purchasing Program	Purchasing Source (Direct from Manufacturer or name Distributor)	Cost Plus or Benchmark minus Percentage
Novell	MLA		
Novell	VLA		
Novell	ALA		
Novell	Media and Documentation		
Symantec	Government		
Symantec	Academic		
Symantec	Media and Documentation		

REVISED “NON-CORE” PRODUCTS COST-PLUS/MINUS PERCENTAGE SPREADSHEET

Vendor must propose a “plus or minus” percentage of either the Vendor’s cost or a national benchmark in the following Excel spreadsheet format. **Refer to Section VIII Technical Specifications Item 11 for more details.**

Vendor should add additional lines if the percentages vary within each program, for instance, if the percentage is different for a License only vs Maintenance Only vs License plus Maintenance.

Sample Matrix for “NON-CORE” products:

RESPONDING VENDOR NAME: _____

Manufacturer	Purchasing Program	Purchasing Source (Direct from Manufacturer or name Distributor)	Cost Plus or Benchmark Minus Percentage
Unspecified Publishers	Provide a not-to-exceed cost plus mark up for publishers not named in this RFP that might later be added		
Attachmate	Government		
	Academic		
	Media and Documentation		
Autodesk	Government		
	Academic		
	Media and Documentation		
SAP Business Objects			
Computer Associates			
EMC:Networker, RepliStor Software			

Manufacturer	Purchasing Program	Purchasing Source (Direct from Manufacturer or name Distributor)	Cost Plus or Benchmark Minus Percentage
Open Text Connectivity Solutions Group (formerly Hummingbird)			
Quest (acquired by Dell)			
Sophos			
Trend Micro			
<u>VMware</u>			

**SUPPORT REQUIREMENTS & PRICING SPREADSHEET
SUPPORT/INSTALLATION/TRAINING OPTIONS**

Vendor MAY propose service options in the matrix that follows.

NOTE: Vendor should use a separate spreadsheet for government and academic if pricing and part numbers are not the same for both. Vendor should also use a separate spreadsheet for each VLA or each MANUFACTURER being proposed.

RESPONDING VENDOR NAME: _____

MANUFACTURER: _____ (Example: Adobe, Corel, Symantec, McAfee, etc.)

If pricing is the same for all manufacturers, propose as "Same for all MFG")

TYPE OF PRICING: Pick one – Government, Academic, or Same Pricing/Part Numbers for both Government and Academic

Services	Cost/Option	Cost/Option	Cost/Option	Cost/Option
Installation				
Training				
Support				
Other				